

Items 1 through 6 - These items are systems generated.

Item 7 - LOCATION. (Required field) Enter the **location of the facility** (i.e., the name of the city address).

Item 8 - FACID. FACID is protected on this screen once the facility is added. It may be modified using the key field maintenance option. (Refer to Pages 2 - 25 through 2 - 28.) The FACID is made up of the following items:

Item 8A - FUND CDE. (Required field) Enter the **proposed Fund Code at the time the preapplication/application is entered into RCFTS.** For selection of the appropriate Fund Code, refer to Appendix A. This code should be verified after obligation using the ADPS UN screen.

Item 8B - SIC CDE. (Required field for some Fund Codes) Enter the **Standard Industrial Classification Code** [for Community Facilities, RBEGs, (formerly IDSs) ARCs, NNCs and 601s]. See Appendix B for a listing of valid codes.

Item 8C - FACNBR. (Required field) Facility Number. The Facility Number is assigned by the reporting office, and is used to distinguish between separate facilities (with the same Fund Code and SIC Code) financed for the same applicant/borrower. Numbering should begin at '01' for each facility (numeric). (Do NOT confuse the Facility Number with the Loan Number assigned by the Finance Office.)

<p>NOTE: The only time a Facility Number other than '01' is needed is when a borrower receives financial assistance for two separate, non-related facilities, of the same Fund Code.</p>

(CONTINUED)

- 1 **New** - Funds which will be used for a facility that
was not in operation before Rural Development funding.
- 2 **Expansion** - Funds which will be used for enlarging
the service capacity of an existing Facility.
- 3 **Renovation** - Funds which will be used to remodel
and/or update an existing facility (Applicant need
not be the owner at this time).
- 4 **Replacement** - Funds which will be used to replace
all or part of an existing facility.
- 5 **Transfer of Ownership** - Funds which are used for
the purchase of an operating, existing facility
(Owner is not presently a Rural Development borrower).
- 6 **Restructure/Refinance Debt** - Funds which will be
used to refinance an existing debt.
- 7 **Transfer and Assumption** - A new/existing borrower
assumes a loan already on the system. Change
Status to 408.
- 8 **Vehicles and Equipment** - Funds which will be used
for the purchase of equipment and/or vehicles.
- 9 **Other** - Funds which will be used for a reason not
listed above.
- A Revolving Loan Fund

Item 20 – PRIORITY WT. Enter the **score assigned to the preapplication/ application** for CF Direct/Guaranteed and WW Guaranteed-Guide 26 to RD Instruction 1942-A for WW Direct-RUS Bulletin 1780-1 of RUS Instruction 1980, and form RD 3570-1 to RD Instruction 3570-B for CF Grants. Attachment 1 to RD Instruction 1942-G is used for RBEG's and to RUS Instruction 1780 is used for Emergency Community Water Assistance Grants. This field must be updated each time the priority points are revised prior to obligation of funds.

NOTE: When you have a CF Direct and Grant project, you should average the priority weight scores from both forms and enter that number in this field. You may record the separate scores in the remarks field on screen CP09.

Item 21 - MEDIAN INCOME. **(Required field)** The median household income used for each Loan Request. The source of the median household income must be a part of the case file for each Loan Request. This field is input at preapplication/ application time, and must be updated from the Project Summary, Forms RD 1942-43 or 1942-45.

Item 26 - LOAN CLASSIFICATION CODE. This item is system generated for Direct loans. However, for CP guaranteed loans, the classification code must be entered at the time of the loan closing and updated as necessary. Refer to FmHA Instruction 1904-C for an explanation of the codes.

<u>Code</u>	<u>Description</u>
1	Commercial
2	Standard
3	Substandard
4	Doubtful
5	Loss

Items 27-30 - EZ/EC. These items identify the Empowerment Zone/Enterprise Community (EZ/EC) areas in which loans and grants are made or the Champion Community areas if a loan or grant was made in that area.

Items 27 and 28 - EZ/EC Code.

Item 27 - Enter the appropriate letter code from the following list:

<u>Code</u>	<u>Description</u>
Z	Empowerment Zone
C	Enterprise Community
T	Champion Community

Item 28 - Refer to Appendix K for the numeric ID Code for the EZ/EC or Champion Community.

NOTE: The EZ/EC letter and number codes may be entered by overwriting the “hyphen” and the hyphen will be system-generated when the screen is updated.

Item 29 - EZ/EC Name: This field is system-generated based on the ID code entered in items 27 and 28.

Item 30 - EZ/EC YR Designation: The fiscal year of designation of the EZ/EC or Champion Community. This item is system-generated from the ID code entered in items 27 and 28.

4.7.2 Item Descriptions for Current/History Information Screen

Items 1 through 10 - These items are system generated.

Item 11 - CURRENT STATUS. Enter the **applicant/borrower's Current Status** from the list in **Appendix E**. Only one Current Status can be used for all assistance types associated with each Loan Request. If the working capital portion of a loan is paid in full and the real estate portion is still active, the entire original Loan Request remains active until the last assistance type is paid in full. If the Current Status is equal to 491, the status will be system generated from the Graduation screen (when Items 14 and 14A are completed); do not type in 491 (numeric).

Item 12 - DATE OF STATUS. Used with Item 11, above. Enter the **date of that Current Status**. If status is equal to 491, the date will be system generated from the Graduation screen (numeric).

Item 13 - AMOUNT. System generated from the applicable TOTAL field below based on the Current Status code. When Current Status is equal to 491, the amount will be system generated from the Graduation screen.

NOTE: Be sure to complete as necessary, the appropriate DATE/AMT OF ASST fields, Items 14-17 below, when the CURRENT STATUS field is completed or modified to allow for correct system generation of this AMOUNT field.

Example: A preapplication for a Loan Request to provide working capital in the amount of \$250,000 has been encouraged and the Current Status of the applicant's request is shown as 112 in the CURRENT STATUS field. A complete application is filed and the CURRENT STATUS field is changed to 201. The Working Capital (W/C) field in Item 15 must be completed or the AMOUNT field will be blank.

Item 14 - PREAP RCD DATE. Enter the **date that the Preapplication is received.**

Also, enter the **amount for Working Capital (W/C); Real Estate (R/E); Vehicles, Machinery and Equipment (M&E); and Debt Refinancing (D/R).**
TOTAL is system generated.

Item 15 - APPL RCD DATE. Enter the **date the Application is received.** Also, enter the **amount for Working Capital (W/C); Real Estate (R/E); Vehicles, Machinery and Equipment (M&E); and Debt Refinancing (D/R).** For IRP/IRPD/IRPZ and HHS RDLF loans, enter the amount as working capital.
TOTAL is system generated.

Item 16 - OBLIGATED DATE. Enter the **date that the funds were obligated from the UN Status screen in the Automated Discrepancy Processing System (ADPS).** Also, enter the **amount for Working Capital (W/C); Real Estate (R/E); Vehicles, Machinery and Equipment (M&E); and Debt Refinancing (D/R).** For IRP/IRPD/IRPZ and HHS RDLF loans enter the amount as working capital. Total is system generated.

Item 17 - OPERATNL DATE. Enter the **date that the Loan Note Guarantee was issued.** Also, enter the **amount for Working Capital (W/C); Real Estate (R/E); Vehicles, Machinery and Equipment (M&E); and Debt Refinancing (D/R).** For IRP/IRPD/IRPZ and HHS RDLF loans enter the amount as working capital. Total is system generated.

Item 18 - LOAN CLASSIFICATION CODE. Enter **one of the following codes** at loan closing (classification for a new loan will usually be 10) and update as necessary:

<u>Code</u>	<u>Description</u>
-------------	--------------------

- | | |
|----|---|
| 10 | Current Non-Problem Classification. A loan that is current and in compliance with all loan conditions and B&I or IRP/HHS RDLF regulations, but does not meet all the criteria for seasoned loan classification. |
| 20 | Seasoned Loan Classification. A loan with an unpaid principal balance of two-thirds or less of the original loan amount; is in compliance with all loan conditions and B&I regulations; has been current for 24 consecutive months; and is adequately secured. |

- 30 **Special Mention Classification.** A loan that does not presently expose the lender and Rural Development to a sufficient degree of risk to warrant a Substandard Classification, but does possess credit deficiencies deserving the lender's close attention.
- 40 **Substandard Classification.** A loan which is inadequately protected by the current sound worth and paying capacity of the obligator, or of the collateral pledged.
- 50 **Doubtful Classification.** A loan with all the weaknesses of a Substandard Classification, plus other weaknesses that make collection or liquidation in full questionable.
- 60 **Loss Classification.** A loan considered uncollectable, and of such little value that its continuance as a bankable loan is not warranted.

NOTE: State Offices are responsible for ensuring that all loans, including IRP/IRPD/IRPZ loans made under RD Instruction 4274-D and HHS RDLF loans serviced under RD Instruction 1951-R, are properly classified and for follow-up with lenders on guaranteed loans for updated classifications where necessary. If the lender does not provide a classification, Rural Development is responsible for classifying the loan. (For further information, refer to Section 4287.107 of RD Instruction 4287-B for Guaranteed loans and Section 1951.885 of FmHA Instruction 1951-R for IRP/IRPD/IRPZ and HHS RDLF loans.)

4.8 SCREEN TSMUBI59 COND COMM & SERVICING INFORMATION

4.8.1 Introduction

If the Source of Funds code equals '1,' '5,' '7,' '8,' or 'A,' the word "GUARANTEED" displays on the left side of the header.

Figure 4 - 8

```
TSMUBI59                      RD BUSINESS AND INDUSTRY
  1                               LOAN REQUEST                      DATE: 2 3
    5                      COND COMM & SERVICING INFORMATION      TIME: 4
*****
NAME: 6                      CASE: 7                      FACID: 8                      REQ NO: 9
                                           LOAN NO: 10

DATE COND COMM ISSUED: 11                      EXPIRES: 12
DATE COND COMM EXTENDED: 13

PERCENT OBLG GUARTD: 14                      GTY FEE: 15                      DATE OGC REVIEW: 16
MORATORIUM EXPIRES: 17                      SUBORDINATION EXPIRES: 18

INFORMATION FOR HHS & IRP LOANS:
TOTAL FUNDS ADVANCED: 19                      AS OF: 20
NUMBER OF SUBRECIPIENTS: 21                      AS OF: 22
NUMBER OF SUBRECIPIENTS DELINQUENT: 23          AS OF: 24

=====
F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY  F5-UPDATE MENU
F7-CURR/HISTORY F8-LOAN SERVICE F9-RESTORE SCREEN   F10-MAIN MENU
```

4.8.2 Item Descriptions for Cond Comm & Servicing Information Screen

Items 1 through 10 - These items are system generated.

Item 11 - DATE COND COMM ISSUED. Enter the **date the Conditional Commitment for Guarantee is issued.** Enter **date Letter of Conditions** is issued for IRP, IRPD, and IRPZ loans.

Item 12 - EXPIRES. Enter the **date the Conditional Commitment for Guarantee or Letter of Conditions will expire.** If the Conditional Commitment or Letter of Conditions is extended, this date should be revised to the new expiration date.

Item 13 - DATE COND COMM EXTENDED. Enter the **date the Conditional Commitment for Guarantee or Letter of Conditions is extended.** Space is provided for four extensions. If more than four extensions are granted, change the last date to the most recent extension.

Item 14 - PERCENT OBLG GUARTD. Enter the **percent guaranteed.** Enter as a 6-digit number - 2 whole numbers, with 4 decimal places. For example, 80 percent will be entered as 80.0000.

Item 15 -GTY Fee. Enter the **guarantee fee of 1 or 2 percent.** Enter as a 1-digit whole number.

Item 16 - DATE OGC REVIEW. Enter the **date OGC signs off on preclosing review.** This is only for direct B&I and IRP loans.

Item 17 - MORATORIUM EXPIRES. Enter the **date an approved payment moratorium expires.** If a subsequent moratorium is approved use the date of the latest moratorium.

Item 18 - SUBORDINATION EXPIRES. Enter the **date an approved subordination expires.**

Items 19 through 24 - These items apply to HHS RDLF, IRP, IRPD, and IRPZ loans only

Item 19 - TOTAL FUNDS ADVANCED. Enter the **total amount of Rural Development loan funds advanced under HHS RDLF, IRP, IRPD, and IRPZ loans.** This amount should be increased with each multiple advance until the loan is fully disbursed. This is system generated from PLAS.

Item 20 - ADVANCED AS OF. Enter the **date that the amount of funds reported in Item 18 is advanced** (date check is delivered to intermediary). This is system generated from PLAS.

Item 21 - NUMBER OF SUBRECIPIENTS. Enter the **number of subrecipients (ultimate recipients) to which Rural Development has concurred in the intermediary making a loan, whether or not funds have actually been advanced for the loan(s).**

Item 22 - SUBRECIPIENTS AS OF. Enter the **date the number of subrecipients (ultimate recipients) reported in Item 20 was determined.**

Item 23 - NUMBER OF SUBRECIPIENTS DELINQUENT. Enter the **number of subrecipients (ultimate recipients) delinquent on their payments to the intermediary.** This information can be obtained from Form FmHA 1951-4, Report of IRP/RDLF Lending Activity.

Item 24 - DELINQUENT AS OF. Enter the **date intermediary had the number of delinquent subrecipients (ultimate recipients) in Item 22.**

4.9 SCREEN TSMUBI9A RELENDING PROGRAMS INFORMATION

4.9.1 Introduction

If the Source of Funds code equals '1,' '5,' '7,' '8,' or 'A,' the word "GUARANTEED" displays on the left side of the header. This screen is used to track ultimate recipients for the Intermediary Relending Program.

Figure 4 - 9

TSMUBI9A	RD BUSINESS AND INDUSTRY		DATE: <u>2</u>		
<u>1</u>	LOAN REQUEST		TIME: <u>3</u>		
<u>5</u>	RELENDING PROGRAMS INFORMATION		PAGE 0001 <u>4</u>		

NAME: <u>6</u>	CASE: <u>7</u>	FACID: <u>8</u>	REQ NO: <u>9</u>	LOAN NO: <u>10</u>	

HHS/IRP RECIPIENTS					
RECIPIENT NAME	AMOUNT	ADVANCED	CRD SVD VER	SIC CODE	STATUS (C,A,D)
<u>11</u>	<u>12</u>	<u>13</u>	<u>14A</u> <u>14B</u> <u>14C</u>	<u>15</u>	<u>16</u>
=====					
F2-PREV REQ NO		F3-NEXT REQ NO		F4-APP/BORR SUMMARY	
F7-CURR/HISTORY		F8-LOAN SERVICE		F9-RESTORE SCREEN	
				F5-UPDATE MENU	
				F10-MAIN MENU	

4.9.2 Item Descriptions for Relending Programs Information

Items 1 through 10 – These items are system generated.

Item 11 – RECIPIENT NAME. Enter the name of the recipient of third party loan.

Item 12 – AMOUNT OF ADVANCE. Enter the amount of the third party loan to the ultimate recipient.

Item 13 – DATE OF ADVANCE. Enter the date the loan was advanced to the ultimate recipient.

Item 14 – JOBS. Enter information about the jobs created, saved or verified.

14a – Jobs Created. – Number of jobs created.

14B – Jobs Saved. – Number of jobs saved.

14C – Jobs Verified. – Number of jobs verified.

Item 15 – SIC CODE. Enter the SIC/NAICS code for the ultimate recipient. This code can be found in the *Standard Industrial Classification Manual (North American Industrial Classification System Manual)*.

Item 16 – STATUS CODE. Enter the account status of the ultimate recipient's loan:

C – Current A – Ahead D - Delinquent

Item 22 - GUAR PORT REPURCHASE BY. Enter an **F** if the guaranteed portion has been repurchased by Rural Development (formerly FmHA/RDA) or an **L** if repurchased by lender. Leave blank if not repurchased.

Item 23 - AMOUNT FINAL LOSS. For guaranteed loans, the amount of the final loss will be system generated from information in the Finance Office Guaranteed Loan Accounting System (GLAS). If any future recovery is received after the final loss is paid, it will be subtracted from the final loss amount. For direct loans, enter the **amount of loss or write off**.

Item 24 - DATE FINAL LOSS PAID. The date the final loss is paid will be system generated from information in GLAS for guaranteed loans. Enter the **date the loss or write off was processed for direct loans**.

Item 25 - FUT RECOVERY POTENTIAL. Enter **Y** if future recovery after final loss is likely. If not, leave this field blank.

4.11 SCREEN TSMUBI61 GRADUATION INFORMATION

4.11.1 Introduction

Figure 4 - 11

```
TSMUBI61                      RD BUSINESS AND INDUSTRY
  1                           LOAN REQUEST                      DATE: 2
                                GRADUATION INFORMATION          TIME: 3
*****
NAME: 5                      CASE: 6                      FACID: 7                      REQ NO: 8
                                LOAN NO: 9

GRADUATION INFORMATION:
      DATE              LOAN AMT  DISPOSITION
INITIAL SCREENING: 10
THOROUGH REVIEW  : 11
GRAD REQUESTED   : 12              12A

GRAD DISPOSITION : 13              13A
                                A - GRAD IN PROCESS
REFINANCED       : 14              14A              B - GRAD REL FIN DETER
PAID OFF         : 15              15A              C - GRAD REL OTHER DETER
                                X - ACCELERATED ACCOUNT

DO YOU WANT TO CLEAR ALL FIELDS TO START A NEW GRADUATION REVIEW? Y/N:

=====
F2-PREV REQ NO  F3-NEXT REQ NO  F4-APP/BORR SUMMARY  F5-UPDATE MENU
F7-SERVICING    F8-FINANCE INFO  F9-RESTORE SCREEN  F10-MAIN MENU
```

4.11.2 Item Descriptions for Graduation Information Screen

NOTE: CLEAR ALL FIELDS. When the user accesses the Graduation screen a message will appear, "Do you want to clear all fields to start a new graduation review?" Enter **Y** or **N**. If a **Y** is entered, all fields on this screen are cleared so that new graduation information can be entered.

Items 1 through 9 - These items are system generated.

NOTE: Appendix F to this User's Guide contains additional information and examples for completion of items on this screen.

NOTE: Graduation reviews are applicable to all direct loans except Watershed, Resource, Conservation and Development, and Rural Development Loan Fund (IRP and HHS) Programs. Guaranteed loans are not subject to graduation.

Item 10 - DATE (Initial Screening). Enter the **date that the Initial Screening was completed**. If released from further review, proceed to Item 13, GRADUATION DISPOSITION DATE. If Thorough Review is to be done, proceed to Item 11.

Item 11 - DATE (Thorough Review). Enter the **date that the Thorough Review was completed**. If released from further review, proceed to Item 13. If Graduation is to be requested, proceed to Item 12.

Item 12 - DATE (Grad Requested). Enter the **date of the letter requesting graduation**. Complete Items 13, 13A, 14, 14A, 15, and 15A when the loan has actually been refinanced and/or paid in full.

Item 12A - LOAN AMT (Grad Requested). Enter the **balance of the loan requested to graduate**. Refer to the letter requesting the borrower to graduate.

Item 13 - DATE (Grad Disposition). Enter the **date associated with the disposition code entered in Item 13A.**

Item 13A - DISPOSITION TYPE. Enter the **type of Disposition code from the following list.**

<u>Code</u>	<u>Description</u>
A	Graduation in process. Enter date that other credit to be obtained was offered to the borrower.
B	Released (Financial Reasons). Enter date of decision to not require further review due to Financial Reasons.
C	Released (Other Reasons). Enter date of decision to not require further review due to reasons other than financial.
X	Account Accelerated. Date of notice to the borrower that the account is being accelerated.

Items 14, 14A, 15, and 15A - DATE (Refinanced And Paid Off) AND LOAN AMT (Amt Refinanced And Amt Paid Off). To be completed only when a loan is paid in full prior to 12 months before the final maturity date. The fields in Items 14 and 14A refer to funds BORROWED FROM ANOTHER LENDER. Items 15 and 15A refer to funds NOT BORROWED from another lender.

Item 14 - DATE (Refinanced). Enter **date the loan is paid in full due to refinancing.**

Item 14A - LOAN AMT (Amt Refinanced). Enter the **amount, if any, used toward the pay off of the loan which was borrowed from another lender.**

<p>NOTE: When Items 14 and 14A are completed, Status Code 491 will be system generated in the CURRENT STATUS field of the Status Summary screen TSMUBI58. The DATE and the AMT REFINANCED fields will also be system generated in the STATUS DATE and STATUS AMOUNT fields.</p>
--

Item 15 - DATE (Paid Off). Enter the **date the loan is paid in full.**

Item 15A - LOAN AMT (Amt Paid Off). Enter the **amount, if any, used toward the payoff of the loan which was NOT BORROWED from another lender.** Sources could include accumulated reserves, State Grant funds, or any other funds used toward payoff of the loan which are NOT borrowed from another lender.

NOTE: When Items 15 and 15A are completed, Status Code 490 needs to be input by the user in the CURRENT STATUS field of the Status Summary Screen TSMUBI58 along with the STATUS DATE and STATUS AMOUNT fields.

4.12 SCREEN TSMUBI65 FINANCE OFFICE INFORMATION

4.12.1 Introduction

If the Source of Funds code equals '1,' '5,' '7,' '8,' or 'A,' the word "GUARANTEED" displays on the left side of the header.

Figure 4 - 12

```
TSMUBI65          RD BUSINESS AND INDUSTRY
  1              5          LOAN REQUEST          DATE: 2 3
                        FINANCE OFFICE INFORMATION      TIME: 4
*****
NAME: 6          CASE: 7          FACID: 8          REQ NO: 9
LOAN BALANCE: 11      AS OF: 12          LOAN NO: 10
LOAN PAYMENT STATUS: 13  AMOUNT: 14          LOAN MATURITY: 15
GUARANTEED PORTION REPURCHASED:
  A/R NO.    AMOUNT REPURCHASED    DATE    A/R BALANCE    AS OF
   16         17             18       19         20

=====
F2-PREV REQ NO    F3-NEXT REQ NO    F4-APP/BORR SUMMARY  F5-UPDATE MENU
F7-GRADUATION     F9-RESTORE SCREEN  F10-MAIN MENU
```

4.12.2 Item Description for Finance Office Information Screen.

Items 1 through 10 - These items are system generated.

Items 11 through 20 - These will be system generated from information in the Guaranteed Loan Accounting System (GLAS) for B&I Guaranteed, Drought and Disaster (D&D), Disaster Assistance for Rural Business Enterprises (DARBE), B&I Disaster (BID), and B&I EZ/EC (BIZ) loans. **NOTE: There must be a match between GLAS and RCFTS on case number and loan number before this information will be downloaded into RCFTS. In addition, loan amounts for the respective loan number must also match for correct balance information for the loan to be shown.** For B&I Direct, HHS RDLF, IRP, IRP Disaster, IRPZ and EO Co-op loans, enter the information as detailed below. See the Status screen on ADPS to obtain information to update this screen for B&I Direct and EO Co-op loans. Information for HHS, IRP, and IRPD loans can be obtained from the monthly report prepared by the Reports Section of the Finance Office, a copy of which is sent to each State Office by the National Office.

Item 11 - LOAN BALANCE. Enter the **loan balance** (the original loan amount minus principal repaid plus any accrued interest).

Item 12 - AS OF. Enter the **date associated with Item 9.**

Item 13 - LOAN PAYMENT STATUS. Enter an **A** if the loan is ahead of schedule or a **B** if behind. If the loan is current, leave blank.

Item 14 - AMOUNT. Enter the **amount either ahead or behind, associated with Item 11.** If current, leave blank.

Item 15 - LOAN MATURITY. Enter the **date the loan will mature.**

Item 16 - A/R NO. Leave blank.

Item 17 - AMOUNT REPURCHASED. Leave blank.

Item 18 - DATE. Leave blank.

Item 19 - A/R BALANCE. Leave blank.

Item 20 - AS OF. Leave blank.

SECTION 6.0

COMMUNITY PROGRAMS REPORTS

This chapter contains descriptions and samples of the Community Programs Canned Reports that can be produced using the RCFTS database and the FOCUS Reporting system.

State/District Office Reports

<u>Report</u>	<u>Report Name</u>
1	Due Date Reports <ul style="list-style-type: none">A. Compliance Review/Security InspectionB. Financing Statements DueC. Quarterly Reports/Audit Reports DueD. Warranty Insp./Dist. Director Reports DueE. Other Due Dates
2	Reserved for Future Use
3	Unliquidated Obligation Report
4	Delinquency Report
5	Obligation - Missing Data Element Check
6	Closed - Missing Data Element Check
7	Collection Report - Payments Due
8	Verification Report
9	Graduation Review/Monitoring Report
10	Status Summary Report
11	Preapplication/Application Report
12	Key Status Report
13	Loan and Grant Characteristics
14	Borrower Report (Being Developed)
15	User Verification Report
16	Borrower/Lender Report for Guaranteed Loans
17	Report of Financial Statements Due for Guaranteed Loans
18	Problem/Delinquent Servicing Report for Guaranteed Loans
19	Report of Visits Due for Guaranteed Loans
20	Servicing Information for Guaranteed Loans
21	Status Summary Report (EZ/EC/CC)
22	Key Status Report (EZ/EC/CC)

REPORT 4 - DELINQUENCY REPORT

NOTE: This report has been revised to reflect the monthly, quarterly, and semi-annual payments and the borrower's true schedule status, according to the debt instrument (Promissory Note or Bond). Supplementary Payment Agreements are not reflected.

This report will list loans which are behind schedule according to Finance Office records. The account status information is updated daily from the PLAS file. Loans will show on this report only if behind schedule.

Information provided on the report will include:

- A. Name of Borrower
- B. Fund Code
- C. Loan Number
- D. Amount Behind Schedule
- E. Date Last Payment
- F. Date Next Payment

Required Parameters:

None

Do not enter values for date parameters for this report. Date parameters are NOT required for the report.

Suggested Uses:

- A. Monitor delinquency on a more frequent basis than provided by the R5001 report.
- B. Monitor payments.
- C. Indicates whether letter, phone call or visit needed.

Intentionally left blank - replace with hard copy of report CP08

Intentionally left blank - replace with hard copy of report CP09

Intentionally left blank - replace with hard copy of report CP11

Intentionally left blank - replace with hard copy of report CP15

REPORT 1 - LOANS OBLIGATED REPORT

The B&I Loans Obligated Report provides the characteristics of the loans for each district by individual case. These characteristics are:

- A. Borrower Name
- B. Facility Identification
- C. Population of the Nearest Town
- D. Interest Rate Was Lowered To
- E. Type of Interest Code
- F. Interest Rate at Approval
- G. Amount of Obligation
- H. Date Obligated
- I. Total Deobligated
- J. State and District Totals for Above

Required Parameters:

Date Range is optional for this report. (Selection is made on Date of Obligation.)

No Congressional District selection may be used.

The Status Codes shown below have been coded in the program that generates this report. However, if desired, a subset of Status Codes may be selected on the parameter screen, but they must be within the range shown below -

302 through 571

See following Sample Report.

Suggested Uses:

- A. Monitor completion and accuracy of information required by date of obligation.
- B. Monitor funds obligated.
- C. Freedom of Information requests.

Figure 7 - 7

```

*****
+ PDGOBIPR          RD FOCUS AD HOC REPORTING SYSTEM          03/04/97 +
+ ASL70N  RCFTS BUSINESS & INDUSTRY PARAMETER SELECTION SCREEN  PAGE 1 OF 1 +
*****
+ REPORT SELECTED:  SERVICING INFORMATION (BI05)                  +
+   ENTER STATE CODE (EX ALABAMA = AL)          ===>            +
+   ENTER SPEC SERV/MAIL CODE (2 DIGITS)        ===>  1.        2.        3.        +
+   ENTER DIST CODE (3 DIGITS 701-749)          ===>  1.        2.        3.        +
+   ENTER CONGRESS. DISTRICT CODE (2 DIGITS)    ===>            +
+   ENTER SIC CODE (4 DIGITS)                   ===>  1.        2.        3.        +
+   ENTER DATES (MMDDYY):  BEGINNING DATE              ENDING DATE      +
+   ENTER SOURCE OF FUND CODE(S)  (1 DIGIT)  ===>  1.        2.        +
+   ENTER STATUS CODE RANGE (UP TO 5 RANGES)  ===>  1.  FROM          TO      +
+                                                    ===>  2.  FROM          TO      +
+                                                    ===>  3.  FROM          TO      +
+                                                    ===>  4.  FROM          TO      +
+                                                    ===>  5.  FROM          TO      +
+ MESSAGE:  ENTRY OF DATE PARAMETERS REQUIRED FOR THIS REPORT.      +
+           F1=HELP  F3=EXIT  F4=STATE HELP  F7=PAGE UP  F8=PAGE DOWN  +
*****

```

Figure 7 - 8

```

*****
+ PDGOBIP4          RD FOCUS AD HOC REPORTING SYSTEM          03/06/97 +
+ ASL70N  RCFTS BUS. & INDUS. PARAMETER SELECTION SCREEN      PAGE 1 OF 1 +
*****
+
+ TYPE ONE OF THE NUMBERS CORRESPONDING TO THE DATE YOU WISH TO SELECT ON: +
+
+           1 - DATE CONDITIONAL COMMITMENT ISSUED                +
+           2 - DATE CONDITIONAL COMMITMENT EXPIRES              +
+           3 - DATE MORATORIUM EXPIRES                          +
+           4 - DATE SUBORDINATION EXPIRES                       +
+           5 - GUARANTEED PORTION REPURCHASED                  +
+
+
+ ENTER YOUR SELECTION  ===>
+
+ MESSAGE:  ENTER A VALUE FROM 1 TO 5.
+           F3=EXIT          F7=PAGE UP          F8=PAGE DOWN
+
*****

```

REPORT 8 - ACTIVE LENDER LIST REPORT

This report lists the Active Closed Loans by Lender. Information on this report includes:

- A. State
- B. Lender Name
- C. Town and State
- D. Certified Lender Status
- E. Date Authorized
- F. Expiration Date
- G. Lender Tax ID
- H. Number of Borrowers by Lender
- I. Total Amount of Loans by Lender

Required Parameters:

No Date or SIC Code selection capability is provided.

The Status Codes shown below have been coded in the program that generates this report. However, if desired, a subset of Status Codes may be selected on the parameter screen, but they must be within the range shown below -

401 through 411
501 through 546
566 through 566

See following Sample Report.

Suggested Uses:

- A. Desk reference of active lenders.
- B. Freedom of Information requests.

TSMUBI58

RD BUSINESS AND INDUSTRY

LOAN REQUEST

DATE:

CURRENT/HISTORY STATUS INFORMATION

TIME:

NAME: CASE: FACID: REQ NO:

CURRENT STATUS: STATUS DATE: AMOUNT: LOAN NO:

PREAP RCD DATE AMT OF ASST APPL RCD DATE AMT OF ASST

W/C:

W/C:

R/E:

R/E:

M&E:

M&E:

D/R:

D/R:

TOTAL:

TOTAL:

OBLIGATED DATE

OPERATNL DATE

W/C:

W/C:

R/E:

R/E:

M&E:

M&E:

D/R:

D/R:

TOTAL:

TOTAL:

LOAN CLASSIFICATION CODE:

=====

F2-PREV REQ NO F3-NEXT REQ NO F4-APP/BORR SUMMARY F5-UPDATE MENU

F7-JOINT FUND & LOAN F8-COND/COMM SRVC F9-RESTORE SCREEN F10-MAIN MENU

NC	T-430	Southeastern Community College (Columbus County)	99
NC	T-299	Eastern Band of Cherokee Indians	99
NC	T-413	Enterprise Alliance of Halifax, Edgecombe, & Wilson Co	99
NC	T-438	Roanoke electric Membership Cooperative	99
NC	T-440	Robeson Enterpirise Community Development Corp. Inc.	99
ND	T-392	Northwest Jobs Development Authority	99
ND	T-402	Turtle Mountain Band of Chippewa	99
ND	Z-309	Lake Agassiz Regional Development corporation	99
ND	T-337	Dakota Partners for Rural Revitalization	99
NE	T-379	Santee Sioux Tribe	99
NE	T-415	Winnebago Tribe of Nebraska/Winnebago EZ Corp.	99
NM	T-421	La Jicarita Enterprise Community	99
NM	T-424	San Miguel County	99
NM	T-418	Clovis Alliance Development Org/Hispano Business Council	99
NM	T-397	Golden Spread rural/Frontier Coalition	99
NM	C-204	City of Deming	99
NM	T-441	Western Socorro County Empowerment Zone	99
OK	T-370	Town of Buffalo	99
OK	C-364	Tri-County Indian Nations CDC	99
OK	T-372	Washita County 2000, Inc.	99
OK	T-349	Action, Inc.	99
OK	T-308	Southeast Oklahoma Rural EC	99
OR	T-329	Southern Oregon Empowerment Zone	99
OR	T-434	Sherman County	99
PA	T-348	Fay-Penn Economic Development Council	99
PA	T-417	Northern Tier Community Action Corporation	99
SC	T-403	Denmark Community Outreach Enterprise Committee	99
SC	C-382	Allendale County	99
SC	T-433	Williamsburg Enterprise Community Commission, Inc.	99
SC	T-350	City of Lake City	99
SC	T-446	Lowcountry Regional Community Partnership, Inc.	99
SC	T-313	Marlboro County Interagency Council	99
SD	T-297	The Lower Brute Sioux Tribe	99
SD	T-306	Day County	99
SD	T-294	Rosebud Sioux Tribe	99
SD	Z-295	Oglala Sioux-Pine Ridge	99
SD	T-408	County-Reservation Empowerment Advisory Team (CREATE)	99
TN	T-406	Children & Family Services, Incorp., Covington, TN	99
TN	T-405	Fayette County/Haywood County EZ Steering Committee	99
TN	C-386	Clinch-Powell RC&D Council	99
TN	T-327	Appalachian United Vision	99
TN	T-410	Scott County Executive's Office	99
TN	T-300	Tenntucky 4	99
TN	T-442	Wayne/Lewis EZ Steering Committee	99
TX	T-439	Duval County	99
TX	T-426	City of Palacios Economic Development Corporation	99

TX	T-419	Panhandle Regional Planning Commission	99
TX	C-389	Middle Rio Grand (FUTURO) EZ	99
TX	T-161	El Paso County	99
UT	T-304	Uintah County	99
VA	T-360	Accomack-Northampton EC	99
WA	T-422	Lower Yakima County Rural Enterprise Community	99
WA	T-431	Confederated Tribes & Bands of the Yakama Indian Nation	99
WA	C-390	Tri-County Rural EZ	99
WI	C-394	Northwoods Niji Empowerment Zone	99
WI	T-429	Bad river Band of Lake Superior Chippewa	99
WV	T-287	Barbour County Office for Economic Development	99
WV	T-137	Mingo County Commission	99
WV	T-335	McDowell County Action Network, Inc. (McCAN)	99
WV	T-286	Wyoming County EZ/EC	99
WV	T-324	Lincoln Economic Development Authority	99
WV	T-325	Webster Springs Main Street	99
WV	T-139	City of Fairmont	99
WV	C-276	Upper Kanawha Valley	99
WV	T-310	Mid-Ohio Valley Regional Planning and Development Council	99
WV	T-306	Central Appalachia Empowerment Zone	99
WV	T-184	P.R.I.D.E. In Logan County, Inc.	99
WV	T-432	Tri-County Empowerment Zone	99
WY	T-338	N. Arapaho & E. Shoshone Business Councils	99